

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	06	Title: Personnel Security
Document:	01	Title: Non-disclosure

## 1. STANDARD

All information owners using ISD resources, and ISD, will use non-disclosure agreement to document all aspects their relationships, and that of their data, with ISD in compliance with all standards and procedures as stated in Sub Section 1 (General Security Policy), Document B (Information Ownership).

### 1.1. Summary of Standard Changes

### 1.2. Purpose

To ensure that information held or processed by ISD will not be disclosed to unauthorized parties.

### 1.3. Scope

Applies to all owners, users, and processors of information held or processed on ISD systems.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

1.6.1. All owners, users, or processors of information held or processed on ISD systems will:

1.6.1.1. Acknowledge their duties in relationship to assets requiring protection.

1.6.1.2. Uphold the policies and procedures adopted to safeguard information and associated resources entrusted to them, or that they come into contact with.

1.6.1.3. Agree to report violations of policies or procedures to ISD security.

1.6.2. Agreements will be maintained and updated with all involved employees informed of their elements.

1.6.3. Additional agreement may be required of individuals occupying positions of special trust or responsibility.

### 1.7. Implications

All information will be protected by written agreement between all affected parties, and will be enforced under the Arizona Revised Statutes.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	06	Title: Personnel Security
Document:	01	Title: Non-disclosure

## 1.8. References

## 1.9. Attachments

# 2. NON-DISCLOSURE AGREEMENT PROCEDURES

## 2.1. Summary of Procedure Changes

## 2.2. Procedure Details

2.2.1. Before information is accepted, or processed by ISD, and a non-disclosure agreement will be executed documenting authorized access, information classification, and security procedures to be maintained.

2.2.2. Copies of non-disclosure agreements will be maintained in the ISD Security files.

2.2.3. Non-disclosure agreements will be updated as needed.

2.2.4. All new employees, or employees changing positions, will be informed of non-disclosure requirement before they are allowed access to specified information.

2.2.5. ISD will determine if any employee occupying a position of special trust or responsibility is required to sign a special non-disclosure agreement specific to their individual responsibilities.

## 2.3. References

## 2.4. Attachments